

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Position Title:	ADMINISTRATIVE OPERATIONS SPECIALIST (Temporary, NTE 13 months)
Announcement Number:	USCA-06-08
Salary Range:	\$43,415 - \$70,558 (CL-27, comparable to GS-11), depending on qualifications.
Position Location:	WASHINGTON, D.C.
Opening Date:	September 14, 2006
Closing Date:	OPEN UNTIL FILLED

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for self-motivated individuals with a strong work ethic to launch or continue a career in public service. Our prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with strong initiative.

POSITION SUMMARY: This is a temporary position, not to exceed 13 months. The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to provide administrative and operations support to the Clerk, Chief Deputy Clerk and Operations Manager. This position will focus on the archival of independent counsel records, the handling and organization of attorney discipline matters, and assisting with any backlogs.

RESPONSIBILITIES: Incumbent is responsible for the Court's Independent Counsel records management system and the archival of Independent Counsel records to the Archives for permanent and historical purposes; prepares Independent Counsel records for archives by comparing docket entries and case records, identifying and resolving any discrepancies, and conducting legal research. The incumbent oversees the handling and case management of Attorney Discipline matters; receives and reviews Notices of Discipline from other courts and agencies; determines action required, conducts necessary research, and prepares file; opens and processes case; organizes Attorney Discipline records, correspondence, case files, vote sheets and other materials; develops form letters and standardizes responses to correspondence; analyzes effectiveness and efficiency of Attorney Discipline procedures,

makes recommendations and revisions as needed. Incumbent assists in the handling of cases having highly sensitive and classified matters; provides administrative support on special projects; conceptualizes, writes and designs brochures and other written materials; assists in all aspects of case management and operations as needed due to backlogs or vacancies.

QUALIFICATIONS: Incumbent must have excellent administrative skills which include records management; proven ability to write, edit and proofread documents; strong verbal communication skills; extensive knowledge and skill in the use of office automation and web-based systems; mature judgment; and, the ability to handle a high volume of work with often conflicting priorities and stringent time constraints. Incumbent must be able to maintain confidentiality and have communication skills appropriate with communicating with judicial officers and their staff.

Applicant must have at least two years of college education (4-year college degree preferred) and have at least three years general experience. For the minimum salary, applicant must have three years specialized experience, including one year equivalent work at the CL-26 level. Specialized experience is progressively responsible administrative experience in an executive, law or court office with demonstrated experience in office automation, records management, project management, and clerical skills. Experience working with independent counsel records, highly preferred. Experience in a federal/state court or legal setting is desirable. To be considered for a salary above minimum up to and including the full performance level at step 25 (considering competitive factors and an evaluation of quality of experience), applicant must have more than one year specialized experience equivalent to work at the CL-26 level.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, the selectee is subject to a successful background investigation resulting in a Top Secret security clearance as a condition of employment. Since this is a temporary appointment, applicants already holding a Top Secret security clearance are preferable.

Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send résumé to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement No. USCA-06-08